



Little Traverse Bay Bands of Odawa Indians

**TRIBAL ELECTION BOARD**

Carol Quinones, Chairperson (2021)

Melissa Shomin, Vice-Chairperson (2019) Carla Osawamick, Secretary (2019)

Jon Shawa, Treasurer (2021) Alice Hughes, Board Member (2021)

**Saturday, March 2, 2019  
MINUTES**

**CALL TO ORDER**

Meeting was called to order by Chairperson Quinones at 9:00 a.m.

**ROLL CALL**

Carol Quinones, Chairperson	Present
Melissa Shomin, Vice-Chairperson	Present
Carla Osawamick, Secretary	Present
Jon Shawa, Treasurer	Present
Alice Hughes, Board Member	Present

Quorum is present.

**GUESTS:** None.

**PUBLIC COMMENT**

No public comment.

**APPROVAL OF THE AGENDA**

**Motion** made by Board Member Hughes and supported by Treasurer Shawa to approve the agenda as presented by Chairperson Quinones.

Motion read back by Secretary Osawamick.

5 Yeas 0 Nays 0 Abstained 0 Absent

Motion carried.

**APPROVAL OF MINUTES**

**Motion** made by Treasurer Shawa and supported by Board Member Hughes to approve the minutes of November 17, 2018; December 10, 2018; and December 17, 2018 as amended/written.

Motion read back by Secretary Osawamick.

3 Yeas 0 Nays 2 Abstained (Shomin, Osawamick) 0 Absent

Motion carried.

**Motion** made by Secretary Osawamick and supported by Chairperson Quinones to approve the minutes of January 5, 2019; January 29, 2019; and February 18, 2019 as amended/written.

Motion read back by Secretary Osawamick.

5 Yeas 0 Nays 0 Abstained 0 Absent

Motion carried.

## REPORTS

### Chairperson Quinones

- Letter mailed to Tribal Member Renee Dillard regarding her request for Initiative Petition.
- Revised and updated forms for candidate packet.
- 16 Candidate Acceptance Letters with packet materials were compiled and mailed via express mail at cost of \$408.00. Candidate packets included Acceptance Letter, Candidate Election Expenses and Donations Statement, Guidelines for Gifts and Campaign Contributions, Guidelines for Candidate Statements, Poll Watcher Guidelines, and Poll Watcher Appointment form.
- All but 3 candidates submitted photos with their nomination petitions, Secretary will contact them to ensure they are aware and will need to email them to Chairperson Quinones by 5 p.m. Wednesday, March 6, 2019.
- Inquired with Automated Election Services (AES) on data regarding previous elections.
- Submitted 2020 budget of \$131,980 by deadline of 2/18/19. Tribal Council allocated only \$91,500 on 2/21/19. Chairperson will attend the budget hearing.

**Motion** made by Treasurer Shawa and supported by Board Member Hughes to accept the verbal report of Chairperson Quinones.

Motion read back by Secretary Osawamick.

5 Yeas 0 Nays 0 Abstained 0 Absent

Motion carried.

### Vice-Chairperson Shomin

- Discussion regarding name and address changes, Vice-Chairperson will contact Enrollment Department Director to request monthly updates via email.

**Motion** made by Board Member Hughes and supported by Chairperson Quinones to accept the verbal report of Vice-Chairperson Shomin.

Motion read back by Chairperson, Quinones.

5 Yeas 0 Nays 0 Abstained 0 Absent

Motion carried.

### Secretary Osawamick

- Received used laptop from MIS. It has all necessary programs needed, but if not sufficient, will return to MIS and purchase a new one.
- Submitted request for projector that can be remotely connected by all devices during meeting and simultaneously project both Chairperson and Secretary's computers, to improve efficiency of work sessions and meetings.
- Submitted stipend requests and checked on mileage checks during Treasurer Shawa's absence. Accounting will need permission in writing for Secretary to pick up any Election Board checks from Accounting.
- Maintaining a log of contacts from Tribal Members and other noteworthy Election Board activities occurring outside of work session and/or meeting times. Highlights are:
  - Received email from Tribal Member with concerns about the process for making change-of-addresses. Checked with Board and Enrollment Department Director and responded to Tribal Member.
  - Emailed Registered Voters List to 4 Tribal Members who requested it by email.
  - Accepted and submitted 4 new Voter Registration forms.

- Accepted, signed for, and submitted 2 Candidate Nomination Petitions.
- In-Person concern from Tribal Member regarding confusion about the 2019 Election Schedule 'last day to register.' Edited the schedule to read "to vote."
- Posted "Official Recall Election Results" on Tuesday, January 29, 2019, physically on doors, Executive Office, and for posting to webpage.
- Submitted "2019 Primary Election Candidates List" to Ed Nephler on due date of 2/22/19, at 8:53 p.m.
- Presented a mock webpage to show potential for posting candidate statements, with photos, on LTBB website and previewed a mock created by Ed Nephler of MIS. Once approved by Board, prepared 'Guidelines' for submissions of Candidate Statements.
- Attended Office Hours on 2/4/19, received further training from Chairperson Quinones and Board Member Hughes, and set up connection to office printer.
- Purchased new app for phone called TurboScan which comes in useful when scanner is not available.
- Updated approximately 18 Election Board forms, re-created or edited, including Voter Registration form and 2019 Meeting Schedule.
- Suggested changes to Election Board webpage layout on the LTBB website and presented mock of a new layout. Once approved by Board, provided changes to Ed Nephler of MIS.
- Created Election Board G-Drive, after checking security concerns with MIS Director. Uploaded files and folders for Board access and sharing. Reviewed use of G-Drive with Board.
- Compiled a document that merges all 4 guiding documents of the Election Board: Constitution, Statute, Rules and Regulations, and the Policies and Procedures. Will make copies for Board Members, place binder in Board office, and upload to Election Board G-Drive for convenient and effective referencing.
- Started log of questions, concerns and suggestions regarding Election Board Regulations, and Policies and Procedures, for consideration after the 2019 General Election.

**Motion** made by Vice-Chairperson Shomin and supported by Treasurer Shawa to accept the verbal and written report of Secretary Osawamick.

Motion read back by Secretary Osawamick.

5 Yeas 0 Nays 0 Abstained 0 Absent

Motion carried.

#### Treasurer Shawa

- Picked up mail from post box.
- Received 2 voter registration forms, 1 of which is incomplete.
- Ordered office supplies and a projector for use during meetings.
- Received annual bill of \$82.00 for post office box.
- Paid rent for Election Board office space for 2019 in amount \$625/month for total of \$7,500.00.
- Signed a revision to the rental lease, which now includes options for space in the event the building is sold.

**Motion** made by Secretary Osawamick and supported by Board Member Hughes to accept the verbal report of Treasurer Shawa.

Motion read back by Secretary Osawamick.  
5 Yeas 0 Nays 0 Abstained 0 Absent  
Motion carried.

Board Member Hughes

- Provided Enrollment Report: 4,563 total enrollment, 7 new, 7 deaths, and no relinquishments during period of January through February 2019.

**Motion** made by Treasurer Shawa and supported by Vice-Chairperson Shomin to accept the verbal and written report of Board Member Hughes.

Motion read back by Secretary Osawamick.

5 Yeas 0 Nays 0 Abstained 0 Absent

Motion carried.

**ADDITIONAL BUSINESS**

Voter Registration Update: 1,834 Registered Voters as of February 4, 2019.

**ACTION ITEMS**

None.

**NEXT WORK SESSION/MEETING**

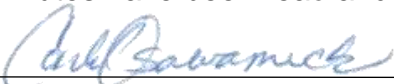
Work Session: Friday, March 15, 2019, 5:00 p.m.

Regular Meeting: Saturday, March 16, 2019, 9:00 a.m.

**ADJOURNMENT**

Meeting adjourned by Chairperson Quinones at 12:10 p.m.

These minutes have been read and are approved as amended.



Carla Osawamick, Election Board Secretary

3/16/19

Date